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North American Society for the Sociology of Sport
Société nord-américaine de sociologie du sport
La Sociedad Norteamericana para la Sociología del Deporte

Policies and Procedures Manual

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NASSS Policies and Procedures Manual

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I. Introduction

The formulation of this NASSS Policies and Procedures Manual began a number of years ago when members of the Executive Board recognized the need to maintain continuity in the governance of NASSS. With turnover in many positions of leadership occurring on an annual basis, members of the Board realized that maintaining continuity had become one of our greatest challenges. In an attempt to avoid having to “reinvent the wheel” each year, several long-standing members of NASSS endeavored to formalize our procedures. NASSS is grateful to all who contributed to this effort, and especially Dayna Daniels, Mary McDonald, and Vicky Paraschak. By having this Manual, we ultimately hope to maintain the smooth, effective and transparent operation of NASSS. Toward that end, the following guidelines outline Job Descriptions for members of the NASSS Executive Board, and include the most recent procedures for determining various Awards offered by NASSS as well as the make-up of Committees that determine those awards. In the future, we may wish to supplement this Manual, by adding any of the following:

- Code of Ethics (to be formalized by Grad Students)
- Constitution and Bylaws (currently posted on NASSS website)
- Guidelines for conducting the Annual Business Meeting
- Summary of Motions passed by Executive Board (kept as a running list)
- Summary of Motions passed in Business Meetings (kept as a running list)
- Timeline for various NASSS responsibilities throughout the year
- Procedures for ensuring that organization remains viable each year (e.g., by paying the yearly fees)

In the future, we may also wish to post this material on the website, in addition to providing each member of the Executive Board with a hard copy, so that each member of the Board is clear about his or her responsibilities. This Manual should also enable the Elections Committee to clarify to prospective nominees the job descriptions for various elected positions as well as procedures for running for office. Please read the enclosed material, and provide feedback about anything that might be useful to include so that we can ensure that Executive Board members can be fully informed of their responsibilities.

II. Responsibilities of Executive Board Members

According to Article III, Section 1 of NASSS’ Revised Bylaws: “The Board of Directors is comprised of the President, the President-elect, Past President, Secretary, Treasurer, Diversity and Conference Climate Committee Chair, three (3) Members-at-Large and two (2) Graduate Student Representatives, all of whom shall serve as voting members of the Board of Directors. The Editor of the Sociology of Sport Journal (SSJ), the Web Manager, the Editor of the NASSS Newsletter, the NASSS Archivist, the Conference Director, and the Membership Liaison shall be ex-officio nonvoting members of the Board, who are appointed by the Board for a three-year term.”

All members of the Board of Directors are expected to attend Board meetings that are held during the course of each conference. Meetings are typically held on Wednesday afternoon, Thursday morning (breakfast), and Saturday morning. In addition, Board members are expected to reply to messages concerning Board matters in a timely manner.

The following information provides descriptions of responsibilities of various NASSS Executive Board members, taken in part from NASSS' Revised Bylaws.

A) President

1. The President serves a one-year term, following fulfillment of a one-year term as President-elect. After serving as President, s/he serves as Past President.
2. According to Article IV, Section 8 of NASSS' Revised Bylaws: "The President shall be the principal executive officer of the Society and shall in general supervise all of the business and affairs of the Society. The President shall preside at all meetings of the members and the Board of Directors. The President may sign, with the Secretary or any other proper officer of the Society authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in case where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other officer or agent of the Society; and, in general the President shall perform all duties incident to the Office of President and such other duties as may be prescribed by the Board of Directors from time to time."

B) President-Elect

1. The President-Elect shall be elected by the Active Members by electronic ballot prior to the annual meeting for a one-year term. The President-Elect serves a one-year term as President-Elect prior to assuming the presidency. S/he then serves a one year term as President. S/he then serves a one-year term as Past President.
2. According to Article IV, Section 9 of NASSS' Revised Bylaws: "The President-Elect works closely with the President to learn to perform all duties incidental to the office of the President. When a vacancy occurs, in the office of the President, and when there is no Past-President, the President-Elect shall fill the unexpired term. The President-Elect is responsible for overseeing the upcoming Conference program, and selecting a Convention Program Committee to assist him/her in that process." Specific duties of the President-Elect are outlined below:
 - a) Select and finalize membership for Program Committee;
 - b) Work with Program Committee, Site Coordinator and Conference Manager to enhance communication and ensure smooth operation of tasks;
 - c) Oversee the decision about what will become the conference theme;
 - d) Attempt to secure funds from home institution to cover the printing costs of the program;
 - e) Oversee the work of the Program Committee in:
 - 1) Generating program session topics, approaching individuals about organizing sessions;
 - 2) Generating a call for sessions and final call for papers;
 - 3) Selecting and inviting keynotes;
 - 4) Planning conference (number of sessions, panels, poster, etc.);

- 5) Finalizing and submitting the call for papers to newsletter editor for publication in NASSS newsletter and on NASSS website;
 - 6) Circulating information about the conference and program to various other listservs, newsletters and conferences wherever possible; and
 - 7) Coordinating abstract submission process and criteria in which decisions about abstract acceptance or rejection can be made.
- f) Notify participants that their abstracts have been accepted or rejected;
 - g) Oversee the preparation, printing and delivery of the final hard copy of the conference program;
 - h) Publicize the conference to local media outlets, membership and other academic outlets; and
 - i) Prepare and distribute agenda for Saturday Board meeting (first meeting as President) prior to conference.

C) Past President

1. The Past President serves in this position for one year following service as President.
2. According to Article IV, Section 10 of NASSS' Revised Bylaws: "Upon completion of the one-year term as President, this person shall serve a one-year term as Past-President. During that year, the Past-President shall perform the duties of the President in absence of the President or in the event of the President's inability or refusal to serve. The Past President chairs the NASSS Service Excellence Award Committee."

D) Secretary

1. The Secretary is elected by the membership to serve in this position for two years.
2. According to Article IV, Section 11 of NASSS' Revised Bylaws: "The Secretary shall keep, or cause to keep, the minutes of the meetings of the members and the Board of Directors in one or more books provided for that purpose; see that all notices are duly given in accordance with the provisions of these Bylaws or as required by law; be custodian of the Society's records; attend to the correspondence of the Society, as directed by the President; and in general perform all duties incident to the office of Secretary, and such others as from time to time may be assigned by the President or by the Board of Directors."

E) Treasurer

1. The Treasurer is elected by the membership to serve in this position for two years.
2. According to Article IV, Section 12 of NASSS' Revised Bylaws: "The Treasurer shall have charge and custody of, and be responsible for, all funds and securities of the Society, receive and give receipts for monies due and payable to the Society from any sources whatsoever and deposit all such monies in the name of the Society in such banks, trust companies or other

depositories as shall be selected in accordance with the provisions of these Bylaws. The Treasurer shall prepare an annual financial report of the Society at the close of each fiscal year and a proposed budget for the biennium. The Treasurer shall arrange for an annual audit. The Treasurer shall compile for official use and record an annual membership list of this Society and provide a copy of the membership list of this Society for each biennium.”

F) Members-at-Large

1. The Members-at-large are elected by the membership to serve in their positions for two years. No more than two Members-at-Large shall be elected on the same ballot. At least one member-at-large on the Board will be Canadian.
2. According to Article IV, Section 14 of NASSS’ Revised Bylaws: “Each Member-At-Large shall chair an award committee (i.e., for outstanding article, book and student essay), and assist in other duties as assigned by the Board.”

G) Diversity & Conference Climate Committee Chair (DCCC)

1. The Chair of the Diversity & Conference Climate Committee is elected by the membership to serve in this position for three years.
2. According to Article IV, Section 13 of NASSS’ Revised Bylaws: “The Diversity and Conference Climate Committee Chair will coordinate efforts between both the President-Elect as the conference program chair and the Diversity and Conference Climate Committee to ensure diverse membership and conference programming, to enhance the intellectual vibrancy of the organization and conference program, and to schedule activities that facilitate a positive conference climate for all attendees. This position will also assist in other duties as assigned by the Board.”

H) Graduate Student Representatives

1. According to Article IV, Section 15 of NASSS’ Revised Bylaws: “The Graduate Student Representatives represent the concerns and interests of the graduate students on the Board, and are responsible for reporting back to NASSS graduate students concerning Board activities. They may also assist graduate students attending the annual Conference concerning their particular needs (e.g., accommodations).”
2. Who are the Graduate Student Representatives?
 - a) Two Graduate Student Representatives (GSR) sit on the Board of NASSS, each for a two year staggered term.
 - b) Both GSRs have full voting rights on the Board.
 - c) GSRs must be graduate students at the time of election (they may continue their term if they complete their studies while holding the GSR position).

3. What do the GSRs do?
 - a) GSRs are responsible for representing the views of graduate students to the Board and also for reporting back to graduate students on the Board's activities.
 - b) GSRs are traditionally involved in assisting other graduate students find shared accommodation for the conference, coordinating the signups for 'Take a student to lunch', and assisting with the book draw (which takes place after the business meeting). Additional GSR initiatives that improve the conference experience for graduates, or address graduate student issues, are encouraged (for example, organising graduate student-focused conference sessions).
 - c) The continuing GSR runs the grad student (breakfast) meeting, and presents a brief report at the business meeting on the GSRs activities for the year.
4. What is the commitment?
 - a) GSRs should attend all the board and business meetings associated with the annual conference.
 - 1) Board meeting 1: usually held the day prior to the conference official start;
 - 2) Board meeting 2: usually the morning of the first day;
 - 3) Grad student meeting: usually the morning of the second day;
 - 4) Business meeting: usually the afternoon of the second day (followed by book draw);
 - 5) Board meeting 3: usually the morning of the last day.
 - b) GSRs also communicate with the board during the year (via email) and with each other in planning graduate student-specific activities for the conference.
5. Procedures involving Grad Student Reps:
 - a) Graduate Student Meeting
 - 1) The Graduate student meeting (currently a breakfast) is usually held on the second morning of the conference. While there is often resistance to the timing of the meeting, those with an interest in their organisation usually make an effort to attend. GSRs should try to ensure as many graduate students as possible know about the meeting, and encourage attendance at the meeting (note free food). GSR networking is important in this regard (e.g. personal reminders/invitation to attend when talking to grad students). Attendance varies, but has generally been between 6 and 20. Expected average attendance is usually around a dozen graduate students.

- 2) The purpose of the meeting is to elect a new GSR and to provide a forum for discussion of issues relevant to NASSS graduate student constituency. It is also an opportunity to do some organising for 'Take a student to lunch'.
- 3) While the official term of the outgoing GSR does not officially end until the conference concludes, in practice, the assumption of duties by the newly-elected representative is almost always effective immediately (e.g., GSRs serve 1/2 conference, full conference, 1/2 conference).
- 4) Sample Agenda
 1. Open Meeting
 2. Introductions: Everyone present introduces themselves. Depending on numbers introductions can include: name, institution, program of study, year of study, research area, number of NASSS conferences attended.
 3. Report on past-year activities: Outgoing and continuing members report on board activities/priorities and GSR actions.
 4. Election of new member: Nominations are called. Nominations should be seconded. Nominees may say something about their intentions/aims as a GSR, experience etc. Voting occurs either by a show of hands (one nominee only – should leave the room) or paper-ballot (more than one nominee). Nominee with most number of votes is elected.
 5. Discussion: Open forum to discuss issues relevant to graduate students, generate priorities for GSRs for the next 12 months.
 6. Close Meeting: Attendees thanked for their participation.
 7. Post-meeting coordination of 'Take a student to lunch.'

b) Take a Student to Lunch

- 1) The GSRs are responsible for helping to coordinate the 'Take a student to lunch' event. 'Take a student to lunch' is an opportunity for graduate students to make contact with faculty, hopefully with someone in their area of interest (although this is not always possible). There is no set way for how the GSRs should facilitate this contact (i.e., if someone comes up with an effective system, please document it so GSRs are not always reinventing the wheel).
- 2) At a minimum, sign-up sheets should be made available at the registration area during the first day and a half of the conference. In the past: (a) sign-up sheets for faculty have been posted first, and then grads sign up with the professors they want to go to lunch with, (b) professors and graduate students have 'matched

up/agreed to go together and then signed up, and (c) graduate students and professors have signed up on two lists, and unless specific connections between profs/grads made (i.e., a line joining names) the GSRs have 'matched up' professors and students. Any combination of these approaches has been used in the past—it would be useful to standardize this process for the future.

- 3) Every effort should be made by GSRs to ensure that every graduate student signed up is matched up with a faculty member for the lunch. GSRs may have to directly approach faculty to participate—especially if a student really wants to meet with them. Professors may have other commitments at the designated 'Take a student to lunch' time, but are usually more than willing to meet a student at another time during the conference.
- 4) GSRs are strongly encouraged to promote the event to faculty and students through emails/listserv prior to the conference. The aim should be to secure a commitment from faculty members prior to their arrival at NASSS to avoid their being overbooked once they have arrived.
- 5) Faculty may be willing to take more than one student to lunch as well (especially if going as a group).
- 6) Going as a 'group' may be a useful way of encouraging participation from faculty (they do not lose all their socialization time), and is especially useful when professors and students are matched up randomly.

c) Business Meeting Report

The continuing student presents a brief report to the business meeting on the activities of the graduate student representatives. The report should include (and sometimes only includes!) introduction of the newly-elected graduate student representative and a thank you to the GSR who is ending their term. In the future, we should ensure that there is always something to report, e.g., a professional development session for graduate students, a new social event, a particularly good turnout of graduate students, etc. Getting up in front of the whole organization can be scary. Write some notes. Try not to speak too fast.

d) Book Draw

1. The two GSRs (usually with the help of two friends) assist with the annual book draw (under the direction of one of the conference organisers). After the report at the Business Meeting, the GSRs leave to organise the distribution of tickets and setting up of containers for the tickets on the books.
2. Tickets only get handed out to people who were at the Business Meeting for the whole time (not to those who snuck in at the end). Only give one set of tickets to each person. Each member is given five (5) raffle tickets. They must write their names on their tickets

before placing them in the appropriate containers for the books they would like to win.

3. People should be encouraged to drop their tickets in a timely manner.
4. Once the book area is clear, the draw takes place and winners' names are attached to the books. When possible, books should be in a locked location or somebody should stay around to ensure there is no 'funny business.' If this takes too long, the GSRs miss out on the food at the evening reception.

e) Record-Keeping

Two copies of a folder (electronic or hard-copy) should exist for the GSRs (one each, passed on in alternate years). These should contain:

- Job description;
- Policies & Procedures Manual (including GSR procedures);
- A copy of the NASSS Constitution;
- Meeting agendas/minutes related to the current conference;
- Copies of minutes of past graduate student meetings (to my knowledge there is no record of what happens at these meetings, what issues are raised from meeting to meeting). This will be useful in keeping track of the issues that are raised and the resulting action taken;
- Report on activities of past 12 months and agenda/priorities/action list for next 12 months;
- List of past GSRs (so we do not lose institutional knowledge, and it is nice to be able to say these people were GSRs and look at them now when trying to recruit nominations). Former GSRs are also a valuable resource for current GSRs (and other graduate student members as well).

f) Other Activities

GSRs are encouraged (but not required) to initiate activities that improve NASSS and the conference experience for grads. Other activities could include:

- Organising a grad-specific professional development session at the conference;
- Facilitating networking and social activities at the conference;
- Helping graduate students find roommates for the conference (sometimes rooms can be set aside for graduate students)–especially important for those who are attending NASSS and do not know anyone, or do not have a large cohort with whom to share;
- Coordinating an email list of graduate students for student-specific communications.

g) Constitution

The following excerpts from the NASSS Constitution are relevant to graduate student representatives:

Article 1, Section 1, 1.2: Student member. Student membership is open to persons who are students as defined by their institutions of higher education

Article III, Section 1: The board of directors is comprised of...two (2) graduate Student Representatives, all of whom shall serve as voting members of the Board of Directors

Article IV, Section 3: Graduate student representatives shall be elected by the graduate students at the annual Conference for a two year, staggered term. Terms of office shall begin at the close of the annual meeting prior to which officers were elected and terminate at the close of the meeting prior to which their successors are elected.

Article IV, Section 4: One graduate student representative will be elected by the graduate students at the annual conference each year, at a meeting called for them and chaired by the continuing graduate student representative.

Article IV, Section 14: The graduate student Representatives represent the concerns and interest of the graduate students on the Board, and are responsible for reporting back to NASSS graduate students concerning Board activities. They may also assist graduate students attending the annual conference concerning their particular needs (e.g. accommodations).

I) Ex-Officio Members

1. Archivist

- a) The Archivist is responsible for the collection and supervision of archival records and materials for the North American Society for the Sociology of Sport. The Archivist will also assist as needed in the retrieval of archival material from the collection.
- b) The organization's archival collection is maintained at the Center for Archival Collections, Jerome Library, Bowling Green State University, Bowling Green, Ohio 43403.
- c) Message from past Archivist, Eldon Snyder: "In the past people have sent anything they were afraid to throw away. I try to consider whether the items will have any long range value to NASSS. Of course we try to include the annual conferences proceedings, etc. Dean Purdy is good about getting these. The SSJ goes directly to the archives. People do need to think about the archives and get material to me that they think should be saved. I suppose we have some material there that we'll never need. So what, it doesn't cost us anything."

2. **Newsletter Editor**

- a) According to Article V, Section 2 of NASSS' Revised Bylaws: "The office of the Editor of the Newsletter... shall be filled by (a) qualified person appointed by the Board of Directors. Persons appointed to this position shall serve for a three year period or until (a) he/she, for whatever reason, decides that he/she can no longer satisfactorily carry out the duties of the office in which case he/she shall submit to the President, and in writing, a statement of intent to resign, resignation to become effective six months following the date of receipt of such statement by the President; or (b) the President shall, having received written statements of consensus from all other members of the Board of Directors, call for said Editor's resignation, which shall become effective immediately."
- b) NASSS News, the newsletter of the North American Society for the Sociology of Sport, appears three times per year, in April, August and December. In recent years, the newsletter has been produced using Microsoft Publisher and then the finished product was submitted to a copying company for mass production. Members have supported allocating a fixed amount of money (\$1,500.00 per issue) for the production and mailing of hard copies, as opposed to an electronic version only. The electronic version appears on the NASSS website (www.nasss.org) and runs one issue behind the current one, in order to benefit members, whose dues support production. Members thus have "the scoop" on position announcements and so forth before anyone else does. In terms of content, an editor should monitor the NASSS listserv for information that may be pertinent to the newsletter, as well as book releases made available from SIRC and other publications.
- c) An editor beginning a three-year term, as appointed by the NASSS President in office when a previous editor's term expires, should make use of back issues in terms of design and content.
- d) The editor also should make certain that the NASSS Archive at Bowling Green State University receives two copies of each newsletter edition, and he/she should also send an electronic copy to Sports Discus, in care of acquisitions@sirc.ca. NASSS News is an important publication for building and retaining a sense of community among the NASSS membership, and an editor must be committed to producing the newsletter at the designated times each year.

3. **SSJ Editor**

According to Section 2, Article V of NASSS' Revised Bylaws: "The office of the Sociology of Sport Journal (SSJ) shall be filled by a qualified person appointed by the Board of Directors. Persons appointed to this position shall serve for a three year period or until: (a) he/she, for whatever reason, decides that he/she can no longer satisfactorily carry out the duties of the office in which case he/she shall submit to the President, and in writing, a statement of intent to resign, resignation to become effective six months following the date of receipt of such statement by the resident; or (b) the President shall, having received written statements of consensus from all other members of the

Board of Directors, call for said Editor's resignation, which shall become effective immediately."

4. Conference Director

- a) The Conference Director is elected by the membership to serve in this position for 3 years.
- b) According to Article IV, Section 14 of the NASSS revised by-laws: The Conference Director oversees the annual conference, working with the Program Committee Chair, local host, and other constituencies to ensure it is of the highest quality for the organization. In particular, the Conference Director in cooperation with the Conference Steering Committee, researches proposed sites, accepts bids, negotiates contracts, develops a workable budget in consultation with the Treasurer, oversees registration, arranges the book exhibit, receptions, and sponsored events, and works collaboratively with local hosts and the program chair on the publication of the conference program. The Conference Director has the responsibility of long range planning and works with the Conference Steering Committee to solicit and identify future sites for the approval of the Board.
- c) Specific duties include:
 - 1) Soliciting members for the Conference Steering Committee, which according to Article V, Section 4 of the NASSS revised by-laws, should consist of a representative from the local host institution, the program chair (president-elect), and two members appointed by the President for a one-year term.
 - 2) Site Selection
 - a. Identify possible conference sites that follow our traditional geographic pattern: northeast quadrant of U.S. and Canada; southwest U.S.; northwest/midwest of U.S. and Canada; southeast U.S. Availability of local hosts must be considered in these deliberations (see Appendix)
 - b. Circulate NASSS RFP (see Appendix) to Convention and Visitors bureaus in select cities.
 - c. Read and respond to hotel proposals in collaboration with committee.
 - d. Negotiate over room rates and other amenities.
 - e. Conduct a site visit (with the treasurer's approval), once a city and several hotels have been chosen by the committee.
 - f. Write a report and make a proposal for the committee's consideration.
 - g. Once the committee has approved a hotel, forward the proposal for the Board to consider.
 - h. Once the board has approved the hotel, negotiate final details of the contract and sign.

3) Conference Planning

- a. Collaborate with the treasurer and president-elect to create a budget.
- b. Collaborate with hotel event coordinator to create menus for twice-daily coffee breaks, two receptions, two Board breakfasts, one SSJ Board breakfast, one DCCC breakfast, one graduate student breakfast, and one Conference Steering Committee breakfast.
- c. Collaborate with hotel event coordinator to distribute complimentary rooms and amenities for board members
- d. Collaborate with the president-elect and treasurer to assign complimentary rooms in accordance with the Complimentary Room Policy (see Appendix).
- e. Collaborate with president-elect to fit program into meeting space.
- f. Collaborate with local site host to ensure books are delivered, social activities are planned, and student volunteers are recruited.
- g. Order AV equipment.
- h. Order plaques/certificates for award winners.
- i. Maintain a stock of lanyards, name tags, and other supplies.
- j. Make name tags.
- k. Register student volunteers, keynote speakers and others attendees who have their fees waived on registration website.
- l. Keep track of registration numbers on registration website in order to refine catering orders.

4) During the Conference

- a. Meet with hotel event coordinator prior to the opening of the conference to go over final details.
- b. With student volunteers, set up registration table (will need: laptop, printer, name tag printer paper, regular printer paper, signage, a cash box, stationary) and book exhibit.
- c. Train volunteers.
- d. Manage registration desk and book exhibit.
- e. Troubleshoot.
- f. Organize book raffle following Friday business meeting.
- g. Make photocopies of agendas, minutes etc as necessary.
- h. Write and present Conference Steering Director/Committee report to Board and Friday business meeting.

5. **Web Manager**

- a) According to Article III, Section 1, the Web Manager shall be an: "ex-officio nonvoting member of the Board, who (is) appointed by the Board for a three-year term."
- b) According to Article VI, Section 5: "Every three years at the annual meeting of the society, the President shall appoint a Web Manager. The Web Manager shall be the chairperson (of the Web committee) and will serve as an ex-officio member of the Board. Every year in consultation

with the Web Manager and subject to the confirmation of the Board of Directors, the President shall appoint at least one member to the Web Committee for a three-year term. This committee shall consist of at least three members and advises the Web Manager in relationship to content and form of the NASSS web. If any member is unable to complete a term, the standing President shall appoint a replacement.”

6. **Membership Liaison Officer**

- a) Run membership report on Reg Online at the beginning of each month.
 - 1) Send one report to our Human Kinetics representative (currently Jackie Moore JACKIEM@hkusa.com) so that their membership list can be updated. This report includes only members who have paid for the Sociology of Sport Journal.
 - 2) Send another report, including all paid members, to the NASSS Listserve administrator (currently Michael Malec, malec@bc.edu), so that the listserv can be updated; and to the NASSS Treasurer (currently Brenda Riemer thyminator@yahoo.com), so that Human Kinetics can get paid for the journals.
 - 3) Copy both reports to the NASSS webmaster (currently Amy Hribar amsbar2002@hotmail.com) so that the membership database can be maintained.
- b) Answer membership questions sent to the member liaison email (members@nasss.org). These questions typically include questions about whether or not someone is a member, how to access the 'members only' section of the webpage, when journals will be forthcoming and how to access SSJ online, how to navigate the registration process online, forgotten passwords, which membership type is allowed (i.e. a person was a student for ¾ of 2009 – can they still get the student rate even though s/he just got a job?), and other miscellaneous/random questions.
- c) Forward any information sent to me as Membership Liaison to the listserv. Partly the task here is to screen for how non-listserve members can share information on the list. For example, I sometimes get business solicitations, which I have found to be an inappropriate use of the listserv, and so have declined to forward those. What few items I have gotten have been primarily announcements of academic conferences, meetings and calls for papers to academic journals.
- d) Report to the NASSS executive board as necessary regarding happenings with membership and/or in response to board discussion relevant to membership concerns.

III Awards Policies and Procedures

A) NASSS Outstanding Book Award

1. According to Article VI, Section 4 of Revised NASSS' Bylaws: "At each annual meeting of the Society, the President shall appoint, subject to the confirmation of the Board of Directors, an Outstanding Book Award Committee. A Member-At-Large shall be the chairperson and select his/her committee members. This three-person committee shall review books published in the year previous to or in which they were appointed, that have been nominated by a NASSS member. They shall select a winner, to be announced at the Annual meeting of the membership."
2. Description of Procedures: The procedures follow those of other committees and include: (a) committee formation; (b) call for nominations; (c) obtaining copies of the books; (d) review process; (e) making the award; and (f) wrap up.
 - a) Committee Formation
 - 1) The book award committee consists of three members: the chair, a NASSS Board Member-at-Large, who is appointed by the NASSS President, subject to Board approval; and at least two current NASSS members.
 - o Note: In recent years, the number of committee members has increased to 4 or 5, in addition to the Member-at-Large. The size of the committee was purposely kept small initially, due to the number of free books on offer from publishers. However, the size of the committee was expanded more recently in an attempt to be more inclusive in membership.
 - o In 2003-04, the committee consisted of five members, and a by-law change for 2005 that would require a minimum of three members was suggested.
 - 2) The Chair should select a committee that is diverse (in terms of seniority, gender, race, national location etc.) and representative of the different scholarly paradigms that characterize the NASSS membership. This should be done in consultation with other award committee chairs (Student Paper, SSJ Article, Distinguished Service), so that if you have more volunteers than you can accommodate, you can ensure that they are invited to participate in some other way in the organization.
 - 3) The Chair of this committee should canvas potential committee members at the NASSS conference. You can begin to do this by posting a sign-up sheet for volunteer committee members during the NASSS conference.
 - 4) Obtain email addresses, institutional affiliations, and postal addresses for all committee members.

- 5) After the conference, the Member-at-large who chairs this committee should send an introductory email welcoming members to the committee and laying out a timeline for your work.
- b) Call for Nominations
- 1) Compose a call for nominations and circulate it widely. This should begin in January and continue as necessary. The call should appear on the NASSS listserv (several times), website, and in the newsletter. You should also ask committee members to help circulate it through their links to other professional organizations.
 - 2) A deadline for nominations of no later than June 30 allows time for the publishers to send the books and for the committee to read them.
 - 3) Don't rely solely on the NASSS membership to nominate books. Ask your committee for suggestions. In 2003-04, in the hope of generating more nominations, the chair also sent solicitations to presses that publish books on sport (see Appendix A for sample letter). This proved to be a successful strategy (we reviewed 14 books, which by unofficial estimates comprised the largest pool ever) and does not conflict with the stipulation that nominations must come from NASSS members, since the chair of the committee can officially nominate those books that are brought to the committee's attention in this manner.
 - 4) Eligibility for the Award
 - a. Books must be scholarly analyses of a sport related issue or phenomenon written from a sociological, anthropological, or related perspective.
 - b. Books must have been published in the calendar year preceding the year of the award. [For example, in 2004, eligible books are those published in 2003.]
 - c. Books must not be edited collections or texts, but rather scholarly analyses of a sport related issue/phenomenon written from a sociological/anthropological (or related) perspective.
 - d. Previously nominated books may be re-nominated if published between these dates.
 - e. Books from authors who are not NASSS members are eligible.
 - f. Nominations for the award must be made by a NASSS member.

c) Obtaining Copies of the Books

Upon receipt of nominations, contact the publishers of the book (usually the marketing, publicity, or review copy departments deal with such requests) immediately and ask them to send a copy to each committee member (see sample letter attached). Contact information is available on publishing company web sites and email seems to be the most reliable form of communication.

d) Review Process

- 1) In the past, books have been divided for review according to primary and secondary reviewers. Using this system, committee members selected three or four books for which they wished to be the primary reviewer; for the remaining books, they served as the secondary reviewer. If there was time, most committee members tried to read all books in detail. If fewer than 5 books were nominated, all committee members attempted to read all books in detail.
- 2) By September (or early October at the latest), the committee members should submit their reviews for all of the books to the Chair of the Committee. In the past, books have been evaluated on the basis of the following criteria: originality, methodological adequacy, theoretical significance, and contribution to social science. Members of the committee have been asked to provide a numerical rating as well as qualitative analysis for each criterion. Once the Chair of the Committee has received everyone's feedback, the committee may be asked to rank the books overall, or the Committee may develop its own system of ranking to determine the total score for each book. This may be one of the most difficult parts of the process. Some books may be eliminated quite early, leaving the Committee with the more deserving candidates. At this point, committee members may be asked to read/review the top books again and provide further input. Most of this communication can take place via e-mail, but in some cases, it may require a phone call/conference call (depending upon the difficulty of selecting the winner).
- 3) The Committee Chair needs to be sure to keep in contact with the NASSS President-Elect who serves as the Program Chair for the Conference. The President-Elect needs to be updated on each committee's progress, especially as the conference approaches.

Note: The Treasurer typically orders the awards to be given out at the Business Meeting, and should be notified at least two weeks before the NASSS Conference so as to be able to order the awards.

e) Making the Award

1. In the past, it had been traditional to award a pen for winning the book award. At the 2000 Board meeting, it was decided to replace the pen with a plaque of some sort, and since 2001 the winner has received a plaque.
2. The book award is announced and presented at the NASSS Business Meeting. The winner usually remains a secret until then.

f) Wrap up

These guidelines, plus sample letters and publishing contacts are to be kept by the Committee Chair in a separate folder to be passed down each year to the next Chair; guidelines are to be included and updated in the "Policies and Procedures" Manual.

B) Sociology of Sport Journal (SSJ) Outstanding Article Award

1. According to Article VI, Section 4 of Revised NASSS' Bylaws: "At each annual meeting of the Society, the President shall appoint, subject to the confirmation of the Board of Directors, an Outstanding Article Award Committee. A Member-At-Large shall be the chairperson and select his/her committee members. This three-person committee shall review all Sociology of Sport Journal articles in the year they are appointed and select a winner, to be announced at the next Annual meeting of the membership."
2. Description of Procedures: The procedures follow those of other committees and include: a) committee formation; b) eligibility; c) review process; d) making the award; and e) wrap up.

a) Committee Formation

- 1) The SSJ Outstanding Paper Award Committee consists of three members: a Chair who must be a NASSS Board Member-at-Large, appointed by the President, subject to Board approval, and two current NASSS members. Note that this Committee has also grown in size to beyond three members.
- 2) In selecting the (two) committee members, the Chair should endeavor to demonstrate diversity of membership in terms of such factors as: subject of expertise, methodological approach, nationality, race/ethnicity, and gender.
- 3) The Chair is responsible for soliciting members for the committee and for finding replacements for committee members who resign over the course of the year prior to the NASSS conference in which the award will be presented.

b) Eligibility

- 1) Eligibility for consideration of the SSJ Outstanding Paper Award is determined by date of publication of articles. That is, articles must have been published in the calendar year preceding the year of the award.
- 2) For example, in 2003, the eligible articles would be those full-length articles published in 2002. All articles published in a given volume for the year would be considered.
- 3) All authors who publish in SSJ are eligible (i.e., NASSS members and non-members).

c) Review Process

- 1) All committee members will read all of the full-length articles published in each volume of SSJ under consideration.
- 2) The Award shall be given to the author(s) whose article makes a significant contribution to the scholarship of sport sociology. This shall be determined through, but is not restricted to, areas such as topic, theoretical framework, methodology, research design, analysis of data, and potential to effect change in scholarship or application of sociological knowledge within the sport milieu.
- 3) The chair must report the name(s) of the winning author(s) and the title of the article to the NASSS Board no later than the pre-conference Board meeting at the annual NASSS conference. In addition, the chair will need to report the name(s) of the winner(s) to the Treasurer (at least two weeks prior to the NASSS Conference), who orders the plaque or awards to be given out at the Business Meeting.

d) Making the Award

The award will be given each year at the annual NASSS Conference. The announcement of the winner usually takes place at the Business Meeting.

The award consists of a plaque, certificate and/or modest stipend to be discussed and finalized each year by the NASSS Board (See Appendix E for sample format of information on Plaque awarded to SSJ winner).

e) Wrap up

These guidelines are to be kept by the Committee Chair in a separate folder to be passed down each year to the next Chair; guidelines are to be included and updated in the "Policies and Procedures" Manual.

C) Barbara A. Brown Outstanding Student Paper Award

1. According to Article VI, Section 4 of Revised NASSS' Bylaws: "At each annual meeting of the Society, the President shall appoint, subject to the confirmation of the Board of Directors, a Barbara Brown Outstanding Student Paper Award Committee. A Member-At-Large shall be the chairperson and select his/her committee members. A three-person committee shall review all papers submitted by graduate students for consideration prior to the deadline set and announced in the NASSS Newsletter and on the NASSS listserv. One award may be given to a master level student and one to a doctoral student. The name(s) of the winner(s) will be announced at the Annual meeting of the membership."
2. Description of Procedures: The procedures follow those of other committees and include: (a) committee formation; (b) eligibility; (c) call for papers; (d) review process; (e) making the award; and (f) wrap up.

a) Committee Formation

- 1) The Student Paper Award Committee consists of three members: one chair (a Member-at-Large) and two current NASSS members. In selecting the other two NASSS members, try for a balance in terms of numerous factors, such as: subject of expertise, methodological approach, nationality, race/ethnicity, and gender.
- 2) In the Winter/Spring, the chair should recruit the other two committee members. By late Spring, the members of the committee should be established. At this time, the chair should inform the NASSS President of the committee membership.

b) Eligibility for the Award

- 1) Those who can submit papers for this award must be graduate students and members of NASSS. As of 2007, separate awards were given to Master's and Doctoral students.
- 2) Each student may submit only one paper for this award.
- 3) The submission of each paper must: be sent as a hard copy, be authored solely by the student, not be published/accepted for publication, not exceed 30 double-spaced pages (including all notes, tables, and bibliography), and follow a consistent style throughout (e.g., APA).
- 4) Complete mailing address, phone number, and e-mail address must accompany the paper.

c) Call for Papers

In the Spring, Summer and Fall, the NASSS newsletter should contain an announcement about the NASSS Student Paper contest. This announcement should contain all information about eligibility, requirements for the paper, amount of the award, and the deadline for

submission. Information about the award should also appear in connection with other information about the annual conference.

d) Review Process

- 1) All committee members must read all of the papers. S/he should use the Evaluation Sheet that is provided by the Chair to assess each paper. The rating sheet should include both a section for qualitative comments (that will be sent to the student authors), and a quantitative rating system that requires numerical ratings of the following: theoretical basis, research design/methodology, analysis, and writing.
- 2) All student authors should be given copies of the qualitative feedback from the reviewers.
- 3) All completed Evaluation Sheets should be in the hands of the Chair by late September or early October. The chair will combine the three Evaluation Sheets for each paper, to construct an overall quantitative assessment of each paper. The paper with the highest overall quantitative score wins the award. The papers with the 2nd and 3rd highest scores are declared honorable mentions. If there are any tie scores, the three committee members must communicate in order to resolve the tie scores.
- 4) The Chair must report the names of the winner, and two honorable mentions, to the NASSS President, Program Chair, Treasurer, and the Committee members by mid-October.
- 5) The Chair must also notify all of the student authors who submitted papers of their status (i.e., they were the winner, an honorable mention, or will not be recognized).

e) The Award

- 1) The winner and honorable mentions for Master's and Doctoral Awards are announced at the NASSS Business Meeting.
- 2) The winner will have her/his NASSS conference expenses paid up to \$1,000, plus a waiver of the conference registration fee. Two honorable mentions will have the conference registration fees waived.
- 3) The NASSS Treasurer will manage distribution of the financial aspects of this award in addition to providing plaques or certificates that are awarded.

f) Wrap up

These guidelines, are to be kept by the Committee Chair in a separate folder to be passed down each year to the next Chair; guidelines are to be included and updated in the "Policies and Procedures" Manual.

D) Distinguished Service Award

1. According to Article VI, Section 4 of Revised NASSS' Bylaws: "At each annual meeting of the Society, the President shall appoint, subject to the confirmation of the Board of Directors, a Distinguished Service Award Committee. The Past-President shall be the chairperson and select his/her committee members. This three-person committee solicits nominees for the award from the NASSS membership and selects the recipient. The call for nominees shall be announced in the NASSS Newsletter, and nominations should include a one/two page statement from the nominator, summarizing the nominee's service to NASSS and to the area of Sport Sociology. They shall announce recipients of this Award at the Annual meeting of the membership."
2. Description of Procedures: The procedures follow those of other committees and include: a) committee formation; b) eligibility; c) criteria for what is deemed as distinguished; d) call for nominations; e) review process; f) making the award; and g) wrap up.

a) Committee Formation

- 1) The Distinguished Service Award Committee consists of three members; the chair (Past President) and two current NASSS members. The composition of the Committee ideally will reflect balance in terms of scholarship style, gender, nationality, and other relevant criteria.
- 2) Committee members shall have been NASSS members for at least ten years.
- 3) The Committee Chair (Past President) will begin to contact potential committee members at the NASSS annual meeting.

b) Eligibility

The recipient need not be a member of NASSS.

c) Criteria

- 1) Criteria for what is deemed "distinguished" are necessarily somewhat open-ended. They might reference truly distinguished and long-term contributions to NASSS directly, or to the field of sport sociology more generally.
- 2) Specifically, service as an elected officer of NASSS, by itself, is neither a sufficient nor required criterion.

d) Call for Nominations

- 1) A Call for Nominations shall be distributed via the NASSS Newsletter in the spring or summer issue.
- 2) Notice of the Call shall also be posted on the NASSS Web Page and distributed on the NASSS listserv.
- 3) This Call should contain all information about eligibility, requirements for the Award, and the deadline for submission of nominations.
- 4) Nominations shall be submitted to the Committee Chair in the form of a letter that describes in some detail the reasons why NASSS should recognize the recipient. Nominations may be submitted by an individual or jointly by a group of individuals.

e) Review Process

As with other Committees, members of this committee shall agree upon the criteria to be used in evaluating nominees for this award. Among the criteria that may be considered are length of service to the Sociology of Sport field in general, or NASSS in particular; scholarly impact upon the field of the Sociology of Sport; and/or political or practical impact upon practitioners and scholars in the field.

f) Making the Award

- 1) The award has usually been a plaque, presented at the annual meeting. There is no cash award.
- 2) The Award is not necessarily given annually, and there is no expectation that a Distinguished Service Award will be given each year.

g) Wrap up

These guidelines are to be kept by the Committee Chair in a separate folder to be passed down each year to the next Chair; guidelines are to be included and updated in the "Policies and Procedures" Manual.

E. Graduate Diversity Scholarship

1. The purpose of the scholarship is to create a mechanism to identify racial and/or ethnic "minority" graduate students who are doing research in the area of sport sociology and to provide a means of supporting their work and association with NASSS. The Diversity and Climate Committee judges applications for this award.
2. Criteria: In recognition of the recommendation made by the Racial Diversity Committee in the fall of 2003, the NASSS Conference Programme Committee is piloting the proposed scholarship program for a graduate student of color. The purpose of the scholarship is to create a mechanism to

identify racial and/or ethnic "minority" graduate students who are doing research in the area of sport sociology and to provide a means of supporting their work and association with NASSS. The award is for \$500 to be applied toward expenses associated with attendance at the NASSS 2008 Conference in Denver, Colorado USA.

3. Applicants must be members of NASSS. The application process for the scholarship is as follows:
 - a) Graduate students who wish to be considered should prepare a one-page essay, which addresses how they plan to contribute to the field of sociology of sport/physical activity.
 - b) Essays should be submitted along with a faculty recommendation from someone who is familiar with the student's work and aspirations.
 - c) Applications will be reviewed by the NASSS Diversity and Climate Committee.
 - d) Announcement regarding the selected applicant will be made in September, 2009.
 - e) The selected student must attend the conference to receive the award
 - f) Application Deadline: Applications must be received by July 15, 2009 and may be submitted via email to the DCCC Chair.

IV. Elections (Nominations) Committee

The procedures for the NASSS Nominations Committee are defined in the NASSS Bylaws, Article IV, Section 4:

- "Elections shall be conducted in the following manner: Each JANUARY the Committee on Elections shall canvass the membership and the Board of Directors for nomination suggestions and shall then prepare, after having secured the permission of each nominee, a slate of nomination for the election of officers. The slate shall contain at least two candidates for each office.
- "The Elections Committee Chairperson shall mail or cause to be mailed to each member no later than MARCH 1 a ballot containing the slate of candidates together with instructions for voting. The Ballot shall include, but not be limited to: (a) a list of candidates for each office, (b) a brief statement by each candidate expressing his or her qualifications for the office, (c) a summary of his or her publications and, (d) a report on his or her other professional activities. The ballot may also include other pertinent information on candidates and offices, as long as the additions are the same for each candidate for each office.
- "The ballots shall be returnable by mail, to be received no later than APRIL 1. Each ballot is to be sealed individually in an unsigned and unmarked envelope. Any nominee receiving at least fifty percent of the vote will be elected. Whenever an insufficient number of candidates receive a majority, there will be a run-off election for one unfilled position between the two candidates receiving the highest vote totals short of a majority, and for two positions among the highest three.

- "Ballots for a run-off election shall be mailed no later than MAY 1 and returned no later than JUNE 1. The President's ballot shall be held in abeyance until such time when it is determined that there is not a tie. The Elections Committee Chairperson shall count the votes, certify the elections results to the Board of Directors, and report the elections results to the members. Officers shall hold office until their successors have been duly elected and until their terms of office shall have begun as herein provided."

V. Finance Committee

According to Article VI, Section 3 of Revised NASSS Bylaws: "At each annual meeting of the Society, the President shall appoint, subject to the confirmation of the Board of Directors, a Finance Committee. The Treasurer shall be the chairperson and select his/her committee members. This three-person committee shall aid in the construction of a proposed budget in co-operation with the Treasurer, evaluate all existing fiscal policies of the Society, recommend changes to the Board of Directors, and appoint an auditor and report the results to the Board of Directors."

VI. Conference Program Committee

According to Article VI, Section 4 of Revised NASSS Bylaws: "At each annual meeting of the Society, the President shall appoint, subject to the confirmation of the Board of Directors, a Convention Program Committee. The President-Elect shall be the chairperson, and select his/her committee members. This committee is responsible for organization of the next NASSS convention program. The chairperson shall appoint a convention manager to make necessary local arrangements for the annual meeting of the Society."

NASSS Program Planning Timeline:

Nov: Finalize membership for Program Committee

Dec/Jan: Set the conference theme

Feb: Program Committee & Chair are actively:

- Generating program session topics
- Approaching individuals about organizing sessions
- Working toward finalizing a list of keynotes to be approached
- Finalizing the general overview for the conference (number of paper sessions, panels, author-meets-critics)

Mar: Call for Papers (CFP) should be finalized and submitted to newsletter editor for publication in NASSS newsletter. CFP should also be posted on the NASSS website & circulated to various other listservs and websites. Program Committee members should be approached about distributing the call for papers at other conferences wherever possible.

Apr/May: Abstracts should start to come in

- Jul: Deadline for abstracts should be set sometime in July
- Aug: Notification of paper acceptance should be sent to authors sometime in August
- Sep: Publication of preliminary program should be sent to Program Committee early in the month with a turn-around time of mid-September
- Oct: Final program should be complete at least two weeks before the conference (if not sooner depending on the date of the conference and the capabilities with regard to printing at the site location)

VII. Publishers Display

Our policies on "Publishers' Displays" were articulated at the 2002 meeting in San Antonio. They are as follows:

- A) The rates for publishers who wish to be present to exhibit at the NASSS Annual Meeting or to advertise to those who attend are:
 - \$120 for registration;
 - \$230 for dedicated space in the book display area (as many tables as needed);
 - \$100 for a full-page ad (8 1/2" x 11") in the conference program; and
 - \$50 for a flyer placed in each attendee's registration packet.
- B) The price for this entire package is \$500. The display, full-page advertisement and flyer may also be purchased separately, reducing the cost to \$350, \$400, or \$450, depending on the option selected.
- C) At that meeting, Dean Purdy said, "I have had comments from several publishers concerning item #1. They all seem to think that item #2 should include conference registration. I guess at this point I tend to agree. My thoughts are that we eliminate item #1 and charge no registration fee or we increase item #2 (possibly \$250-\$300). Please remember, we are probably only talking about 1-3 publishers EVER attending at one time."
- D) To the best of my knowledge, we took no action on Dean's suggestion.

VIII. Annual Meeting

According to Article II, Section 1 of the NASSS' Revised Bylaws: "Annual meeting of the members shall be held each year for the transaction of such business as may come before the meeting. It shall be the duty of the Board of Directors to select the dates and site of the annual meeting."

Appendix A
Sample Email Contact of Publisher for Nomination of NASSS Book Award

To Whom It May Concern,

The North American Society for the Sociology of Sport (NASSS) is seeking nominations for its annual Book Award. We would be delighted if your press were to enter a book in this competition.

Nominations must be received by June 30th, 2004 and submitted to me via mail, email, or fax. The winner will be announced at the Annual Meeting of NASSS in Tucson, Arizona, November 3-7, 2004. The criteria for nominations are as follows:

- Books must be scholarly analyses of a sport related issue or phenomenon written from a sociological, anthropological, or related perspective.
- Books must have been published between 2002-04.
- Previously nominated books may be re-nominated if published between these dates.
- Books from authors who are not NASSS members are eligible.

Should you have any questions, please do not hesitate to contact me.

Yours truly,

Appendix B
Sample Email Nomination for NASSS Book Award

To Whom It May Concern,

It is my pleasure to inform you that _____ has been nominated for the North American Society for the Sociology of Sport Annual Book Award.

The award committee hopes that you will be interested in submitting these books for review. Please find details about the award, along with committee member contact information, attached.

If you have any questions, please do not hesitate to contact me.

I look forward to hearing from you.

Yours truly,

Appendix C
Sample NASSS Book Award Review Sheet

Reviewer name: _____

Title: _____

Author(s): _____

Overall rank: _____

	Poor	Fair	Good	Very Good	Excellent	Comments
Originality						
Significance/contribution						
Methodology						
Theoretical approach						
Readability						

Additional comments:

Appendix D
Sample SSJ 2003 Article Award Evaluation Form

Reviewer name: _____

Journal issue: _____

Based upon the following criteria that are used to assess reviewer recommendations for SSJ, please rank the 4 articles in the first issue of Sociology of Sport Journal for 2003. If possible, provide a brief rationale for your ranking of each article.

- Significance of Topic
- Relevance to SSJ
- Theoretical Basis
- Methodology
- Data Analysis
- Discussion/Interpretation
- Clarity of Writing

Rank: Author(s)/Title of Article:

_____ Jamieson, K.M. (2003). Occupying a middle space: Toward a Mestiza Sport Studies.

_____ Butryn, T.M. (2003). Posthuman podiums: Cyborg narratives of elite track and field athletes.

_____ Roussel, P., Griffet, J., & Duret, P. (2003). The decline of female bodybuilding in France.

_____ Curtis, J., McTeer, W, & White, P. (2003). Do High School athletes earn more pay? Youth sport participation and earnings as an adult

Please complete this form and return to me by Monday, May 31, 2004.

Thanks,

Nancy E. Spencer, Ph.D.
email: nspencr@bgnet.bgsu.edu

**Appendix E
Sample SSJ Award Template**

NORTH AMERICAN SOCIETY FOR THE SOCIOLOGY OF SPORT

presents its

Sociology of Sport Journal

Outstanding Article Award

To

Ted M. Butryn

for his article

“Posthuman Podiums: Cyborg Narratives of Elite Track and Field Athletes”

2004 **Tucson**